University of Guyana
Faculty of Education and Humanities
Department of Language and Cultural Studies
ENG 1203- Technical Communication
Preparing the Report

Parts of the Report	**Description**
Cover	Design a cover that is attractive, convenient and appropriate to the subject matter. Label cover with the report title, and any other relevant information.
Title page	Include four blocks of information: (1) the title of the report; (2) the name, title, and address of the recipient; (3) the name of the company that prepared the report; (4) the submission date.
Letter of authorization	A document you received authorizing you to conduct the research.
Letter of acceptance	A letter written in response to the permission granted to conduct the research.
Transmittal letter	A specialized form of a cover letter, introducing the report to the recipient/s.
Table of Contents	Indicate in outline form the coverage and sequence of the information in the report. Use the headings in the text of the report as a basis for the table of contents.
List of Illustrations	Include a list of illustrations after the table of contents.
Executive summary	Provide a brief overview (one page or less) of the most important points in the report. This will give readers a quick preview of the contents. The executive summary is one of the most important parts of the report.
Introduction	• Briefly discuss what the report is about (**problem**) and establish the need for action. • Briefly explain the **purpose** of the report, the **research questions/hypothesis** that guided the research, and the **limitations** of the study. • Briefly discuss the **sources** and **methods** used to collect data. This will increase the report's credibility and give readers a complete picture of the study's background. **Note:** This section can be written in three paragraphs using appropriate transitional words and phrases. **OR** use three subheadings: Introduction, Purpose and Limitations, Sources and Methods.

Theoretical background of the study	This is a brief discussion on the topic . It should be no more than one page. You can use 3 to 4 sources. Use APA 7th edition for your in-text citation.
Results/Findings	Present the findings of the study. Use visual aids to illustrate the findings. Use APA 7th edition to format visuals.
Discussion	This is the analysis of the findings.
Conclusions and Recommendations	• Summarize conclusions drawn from the findings in about one or two paragraphs. • Present recommendations in list form. **Note:** Do not introduce any new information in this section.
References	Prepare a list of secondary sources used when preparing the report. Use APA 7th edition to format references.
Appendices	Include materials that were not used in the body of the report. For example, drawings, pictures, Gantt Chart etc.